

OPEN SESSION MINUTES
MISSOURI BOARD OF NURSING HOME ADMINISTRATORS
March 12, 2014

The members of the Missouri Board of Nursing Home Administrators convened on March 12, 2014 at 9:10 a.m., in conference rooms 102-103, 3418 Knipp Drive, Jefferson City.

Presiding: Don Yost, President

Members Present: Mike Roth, Vice President
Janice Unger, Secretary
Mike Levitt
Dr. Naveed Razzaque
Phyllis Stayton
Ann Harris
Jeanne Serra, Division Director

Staff Present: Sally McKee, Board Coordinator
Ross Brown, Asst. Attorney General

Absent: Alexis Roam

Agenda

A motion was made by Dr. Razzaque and seconded by Mike Roth to approve the agenda. Motion carried unanimously.

December 2013 and January 2014 Meeting Minutes

A motion was made by Dr. Razzaque and seconded by Janice Unger to accept the December 4, 2013, meeting minutes. Motion carried unanimously.

A motion was made by Mike Roth and seconded by Janice Unger to accept the January 31, 2014, meeting minutes. Motion carried unanimously.

Meeting Dates

The next Board meeting is confirmed for Wednesday, May 28, 2014 at 9:00 a.m. with the DRC meeting on May 27, 2014 at 5:00 p.m.

The next scheduled Board meeting after May is tentatively confirmed for July 30, 2014 at 9:00 a.m. with the DRC meeting on July 29, 2014 at 5:00 p.m.

Applications for NHA Licensure

After review of the NHA applications for licensure, Dr. Razzaque made the motion and seconded by Phyllis Stayton to accept the following applicants qualified to examine. Motion carried unanimously.

Barns, Donna Lynn
Crowder, Barbara Ann
Drake, Amber Lynn
Garrison, Teresa Lynn
Maddox, Heather Marie
Spratt, Taylor Maria

Bell, Donald Jacob
Davis, Melissa Dawn
Faulkner, Pamla Jean
Gilbert, Rhonda Jean
Otte, Jennifer
Vicalvi, Stephen Daniel

Castro, Sr Gonzaque
Dominiguez, Carol Kay
Forbeck, Lori Ann
Gubbels, Joseph Gerard
Potter, Miranda Alysia
Ware, Alan Rhett

Dr. Razzaque made the motion and seconded by Mike Roth to accept the following NHA applicants as not qualified to examine. Motion carried unanimously.

Clark, Benita Joyce
Thrower, Marc Landon

Lageman, Nicholas Allen
Windham, Eric James

McCray, Mary Alice

Applications for RCAL Licensure

After review of the RCAL applications for licensure, Dr. Razzaque made the motion and Janice Unger seconded to accept the following applicants qualified to examine. Motion carried unanimously.

Emerson, Carl Eugene
Stege, Kathleen Marie

Malik, Farhan Ahmed

Scholten, Amanda Fern

Dr. Razzaque made the motion and seconded by Mike Roth to accept the following RCAL applicant as not qualified to examine. Motion carried unanimously.

Windham, Eric James

Applications for Licensure

Vicki Hilbrich – Ms. Hilbrich is an applicant for NHA licensure. She was evaluated at the January 31, 2014 board meeting. It was the decision at that meeting to request clarification regarding her experience and time at St. Mary's Manor. Ms. Hilbrich provided additional information to clarify her experience and time. After review and discussion, Dr. Razzaque made the motion and Ann Harris seconded to find Ms. Hilbrich qualified to take the NHA exams. Motion carried unanimously.

Richard DeStefane – Don Yost recused himself and left the meeting for this agenda item. Mike Roth stepped in as President to preside over this agenda item.

Mr. DeStefane is a former licensed administrator and his license number 3840 expired June 30, 2012. He completed and submitted an application for licensure requesting the Board to find him qualified and accept his state and NAB scores from his previous license. Mr. DeStefane's license renewal was due June 30, 2012, and an application for membership renewal for the Missouri Association of Nursing Home Administrators (MANHA) was sent and processed on June 29, 2012. This was in error due to the timing of the MANHA membership renewal and the Board's license renewal, as well as the similarity of the MANHA and Board names. In addition, Mr. DeStefane provided proof that he continues to attend and has completed board-approved continuing education programs to adhere to the continuing education requirements for license renewal. The Board reviewed the statute; section 344.030.2(3), RSMo, the language states, "the applicant passes the examinations administered by the board..." The statute is silent on timing and retaking the exams. After review and discussion, Dr. Razzaque made the motion and Ann Harris seconded to approve Mr. DeStefane's request to find him qualified, accept his exam scores, and issue him a new license. Motion carried unanimously.

Application Reevaluation

Sandra McMullin – Ms. McMullin was found not qualified to take the NHA exams on January 10, 2014. She submitted a written request for the Board to find her qualified based on her application along with the additional information she provided for this meeting. After review and discussion, Dr. Razzaque made the motion and Mike Roth seconded to find her qualified to examine. Motion carried with five (5) Yes votes – Dr. Razzaque, Mike Roth, Mike Levitt, Phyllis Stayton, and Jeanne Serra; and two (2) No votes – Janice Unger and Ann Harris.

Application Process/Timeline

The Board had a discussion regarding the number of meetings held per fiscal year, the number of applications received, and the time lag between each meeting. There are approximately five board meetings each fiscal year. In addition, the number of applications received and presented to the Board is increasing – please refer to Board Office report for the numbers. A special request was sent to the Board office from an applicant requesting to be evaluated sooner than the scheduled March meeting due to extenuating circumstances; therefore, resulting in the scheduling of the January meeting. Based on discussion, it was the consensus of the Board to stay on schedule with the board meetings and schedule additional meetings only if there are extenuating circumstances.

2014 Board Committees

The Board reviewed each committee and each member volunteered for the committee(s) of his/her choice:

- Education: Mike Roth, Janice Unger, Alexis Roam, Mike Levitt
- Rules: Mike Roth, Don Yost, Phyllis Stayton, Alexis Roam, Ann Harris
- Disciplinary Review: Janice Unger, Don Yost, Mike Levitt, Dr. Razzaque, Phyllis Stayton

Board Office Report

Sally McKee presented the Board office report. She provided an overview of the data below.

	FY 2013			FY 2014		
	July – 47 (12 RCAL, 35 NHA)			June – 40 (8 RCAL, 32 NHA)		
New Applicants	Oct – 46 (7 RCAL, 39 NHA)			Sept – 46 (3 RCAL, 43 NHA)		
	Dec – 35 (6 RCAL, 29 NHA)			Dec – 64 (11 RCAL, 53 NHA)		
	Feb – 39 (12 RCAL, 27 NHA)			Jan – 29 (5 RCAL, 24 NHA)		
	Apr – 39 (7 RCAL, 32 NHA)			Mar – 29 (5 RCAL, 24 NHA)		
	Feb 2013	April 2013	June 2013	Sept 2013	Dec 2013	Mar 2014
Licensed Administrators	1657	1669	1679	1613	1639	1663
New Licenses	12	9	15	22	25	23
Inactive Licensees	33	33	37	39	39	39
TEls Issued	4	4	5	7	9	17
Letters of Inquiries to Licensees	9	8	8	12	9	--
Board Interviews	5	8	4	1	2	4
Public Complaints Received	0	0	1	3	1	--
Board Hearing	0	1	0	0	0	0

AHC Hearing	0	0	0	0	0	0
Letters of Concern Issued	8	12	9	7	14	--
Referral to AGO	1	12	0	1	2	--
Disciplinary Action Issued	1	0	2	1	0	2

There was discussion on the increase of the number of temporary emergency licenses (TEL) issued. Dr. Razzaque requested information for the next meeting regarding TELs – number of TELs approved and how many of them were qualified applicants, how many of the qualified applicants completed exam(s), how many of them obtain a license, number of TEL extensions, and facility type/size of where TEL issued.

Sally McKee introduced the new support staff for the Board office and her name is Tanya Wilbers. Her first day with the Board office was December 23, 2013.

Rules – the five rules approved by the Board September 2013 are under review at the Governor's Office. Once completed, the rules will be filed with the Secretary of State's office.

Sally McKee will be attending the NAB National Continuing Education Review Service (NCERS) training April 11, 2014 in New Orleans. This is an annual training and meeting for reviewers of continuing education programs.

Closed Session

A motion was made by Dr. Razzaque and seconded by Mike Roth to go into closed session at 10:50 a.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

Open Session

A motion was made by Dr. Razzaque and seconded by Mike Roth to return to open session at 3:22 p.m. Motion carried unanimously after a roll call vote.

New Business/Wrap-up

The Rules Committee will begin the review and possible rule amendment of the requirements for nursing home administrator licensure as outlined in 19 CSR 73-2.020. A conference call or meeting will be scheduled after the legislative session ends.

Adjournment

A motion was made by Janice Unger and seconded by Mike Roth to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 3:25 p.m.


 Janice Unger, Secretary
 Board of Nursing Home Administrators